

AGREEMENT FOR SERVICES

GOLDEN WEST COMMUNITY SERVICES DISTRICT (District) and Edwin L. White (General Manager) dba E. L. White Enigma Management Services agree as follows:

1. Effective as of FEB, 14, 2015, General Manager will advise and provide services for the normal course of business and operations of the Golden West Community Services District.
2. For these services, the District shall compensate G.M. at a rate of \$25.00 per hour with a limit of 500 hours for the term of this twelve month agreement. Current IRS mileage reimbursement rates will be paid for use of G.M. personal vehicle for District purposes. G.M. will be reimbursed in full for costs of materials, supplies, and equipment used in the course of providing services and operations of the District.
3. Additional work hours may be approved by The Board of Directors.
4. Work direction and request for services will be provided by the District Board President or Vice President. Duties shall include but not limited to the services as detailed in Exhibit A.
5. General Manager's status is that of an independent contractor and not an employee of the District. General Manager may perform work for other parties in addition to the District.
6. Either party upon written notice to the other party may terminate this Agreement at any time.
7. General Manager work will be performed in a manner consistent with District Rules and Procedures, and all other policies established and approved by the District.

GOLDEN WEST COMMUNITY  
SERVICES DISTRICT

By: [Signature] Date 2-20-2015  
Board President

[Signature] Date 2-14-15  
Edwin L. White

By: [Signature] Date 2/27/15  
Vice President

## Golden West Community Service District

### Agreement for Professional Services – General Manager

#### Scope of Work

The duties of the General Manager are as follows:

##### General Duties:

1. Serve as advisor to the Board of Directors on issues directly related to Board functions.
2. Research information pertinent to the affairs of the District.
3. Handle phone calls and e-mail communications. Maintain files, including collecting monthly meeting documents for filing in storage unit.
4. Prior to Board approval General Manager may review bills, invoices, and claim vouchers for payment (District Green Sheet), before submittal to the county.
5. Check Post Office box when assigned Board person is not available.
6. Maintain updated contact information of the residents/property owners within the GWCSO.
7. Miscellaneous other duties or projects as assigned and agreed on with the District Board.

##### Meeting Duties

8. Attend all regular, special and emergency meetings as noticed by the GWCSO. Assist the Board President with packets or agendas and may assist with posting agenda or signage prior to the meeting. (72 hours prior to a regular meeting)
9. May serve as a member of committees approved and appointed by the Board.

##### Periodic Duties

10. Assist with road project scope of work. This shall include soliciting and collecting bids and quotes pursuant to the Board's Purchasing and Contracting policy. Monitors the road project from preparation to completion and final inspection.
11. Research and order signs, equipment and applicable supplies necessary for the maintenance of the District maintained roads.
12. During a district road emergency, such road failure or tree in the road, the General Manager will take action to safely secure the area and contact the appropriate agency, services, or contractor to correct or repair the problem.

Accepted by

[Signature]

Date

2/14/15

J Macdonald

[Signature]

Date

R Horne

[Signature]

Date

2/20/15